

Emergency Response Team (ERT)

Functional Responsibilities

1. NS/ Safety & Test Operations Division

1.a. The Safety Officer on the JSC Emergency Response Team will be well versed in safe operation practices, HAZWOPER training requirements, and basic first aid. The Safety Officer shall respond immediately to the incident command post (usually the FPS vehicle) for a briefing when notified of an emergency. The Safety Officer is responsible for monitoring emergency response activities and identifying hazardous or potentially unsafe situations associated with the incident and communicating this information to the JSC Incident Commander. The Safety Officer has the authority to bypass the chain-of-command in order to stop unsafe acts, and/or remove personnel from imminent danger. The Safety Officer or representative provides consultation on OSHA and other compliance-related issues. The Safety Officer or representative will maintain accurate logs to reconstruct and critique the incident. JSC fire protection falls within the responsibility of the Occupational Safety Team. Fire Protection Specialists (FPS) are identified as one of JSC's on scene First Responders. As a First Responder the FPS are by definition the "Incident Commander" and are in control of the incident until they are relieved of command by a higher response team member (Level II and III responses). FPS are the principal liaison with HFD on emergencies involving fire/explosion. In the event HFD is not on scene during a response involving a fire or threat of fire, JSC fire protection will assume fire control responsibility.

2. JA17/Hurricane Plan Manager

2.a. The COD EPM/HPM is responsible for annually issuing the Hurricane/Severe Weather Plan (*Appendix 2 to JSC-05900, "JSC Emergency Preparedness Plan"*) so as to provide protection of personnel, facilities, and equipment should hurricane or severe weather conditions threaten or strike the JSC or Ellington Field. The individual assigned to this function is further responsible for maintaining current certification as an On-Scene Incident Commander, and serve as Incident Commander at any incidents when the JSC Emergency Preparedness Manager is not present. At all incidents involving the use of COD resources, the COD HPM is responsible for the commitment of COD's resources, as requested by the Incident Commander, necessary to favorably influence the outcome of the incident.

3. JA14/Security Office

3.a. The Security Office will provide management and coordination of security contingencies, including directing security forces in the field and coordinating joint efforts with outside resources, among which are government and private agencies. JSC Security representatives qualified in the Incident Command System will be the commander for JSC responses to security contingencies that have been declared incidents for which the JSC Incident Command System should be invoked. Contractor security guard force personnel are identified as JSC on scene First Responders and report to the FPS First Responders for perimeter and security control needs. When security guard force personnel are on the scene before the FPS then they will assume incident command until the arrival of FPS or a high response team member.

4. AP/Office of Public Affairs

4.a. The Office of Public Affairs representative to the Emergency Response Team will direct all emergency public information efforts after verifying the accuracy of the information through the Emergency Preparedness Manager/Incident Commander. The Office of Public Affairs representative will provide information to the JSC News Room for the media and employees; maintain a record of events as required; ensure that released information is accurate; compile and prepare emergency information for employees and the public in case of emergency; and handle inquiries from the media and the public. The Office of Public Affairs representative will be responsible for collection of information from the on-scene commander, medical officer or clinic, hospitals and other sources and agencies, and for coordinating dissemination of information directly to the news media, for preparation of news releases where appropriate, and for making announcements directly to employees via the Employee Information Service Line at x36765 and closed circuit television. As appropriate to conditions, the Office of Public Affairs representative will establish rules for media access at the Emergency Operations Center, at the on-scene command post, and at the clinic.

5. SD13/Occupational Health & Human Test Support Office

5.a. Occupational Health & Human Test Support Office provides two primary functions for the Emergency Response Team. The Medical Officer of the Day from the Flight Medicine Clinic provides medical assistance in medical emergencies to the primary emergency responder (usually the JSC Clinic ambulance or the Houston Fire Department ambulance crew). The JSC Clinic ambulances, Medic 1 and 2, are primary medical response during normal duty hours, Monday through Friday, 7:30 AM to 4:00 PM. The Industrial Hygienists provide on-scene evaluation of chemical and physical exposure conditions, make recommendations to control exposures (both on-site and in the community), and provide advice on OSHA regulatory issues.

5.b. The Employee Assistance Program (EAP) clinician is responsible for on-site evaluation of the emergency to determine potential for acute stress reactions and to provide immediate crisis intervention support to rescue workers, victims, and/or other

affected employees. After the incident, the EAP is responsible for coordinating and conducting critical incident stress debriefings, mobilizing further support services/resources, and providing on-going assistance to victims and/or family members.

6. JC/Facility Engineering Division

6.a. The Facility Engineering Division (FED), as a member of the JSC ERT, acts as the prime contact regarding the operation of all site utilities. The FED responder shall report immediately to the incident command post for a briefing of the incident. The FED responder shall communicate with the Base Operations Support Services contractor personnel as to what actions need to be taken in securing site utilities to the area of the incident. If required, the FED responder will also marshal any heavy equipment that may be needed to respond to the incident. The FED responder may also be involved in coordinating the work for environmental response. After the incident has been terminated, the FED responder will coordinate the assessment of damage, cleanup of incident area, and restoration of utilities.

7. JA13/Environmental Office

7.a. The Environmental Office (EO) member(s) on the JSC Emergency Response Team have primary responsibility for ensuring that the JSC chemical Spill Response Team is adequately staffed, supplied, trained, and dispatched to mobilize on-scene within 15 minutes of notification to begin containment and spill response actions following TNRCC/EPA and OSHA protocols to protect human health and the environment. The EO, in coordination with other ERT members, shall be responsible for ascertaining whether the chemical spilled or released requires notification to the appropriate environmental regulatory authorities (local-state-federal) and shall make the necessary telephonic or written notifications, as prescribed by law. The EO shall assist, coordinate, and recommend or acquire those additional resources, as necessary, to contain and mitigate chemical spills and releases. The EO shall remain on-scene, as necessary, after an emergency has been terminated, to provide advice and support to the JSC Spill Response Team regarding decontamination of personnel and equipment, cleanup of the spill site, and removal and disposal of materials, equipment, wastes and debris contaminated by the spilled or released substance in accordance with all applicable TNRCC, EPA, and OSHA protocols. The EO shall provide post-incident critiques regarding the chemical spill response measures taken by the ERT and the JSC Spill Response Team. The EO is also responsible for assuring the BOSS contractor delivers a tripod required in confined space rescue incidents (stored on the JSC Spill Response Team trailer) within 15 minutes when required.

8. IT2/JSC Communications Officer

8.a. The JSC Communications Officer, hereinafter referred to as COMMO, is responsible for the configuration of radio support equipment within the EOC that is intended for ERT use. The COMMO serves as a consultant to the Center for the procurement, engineering, or reconfiguration of radio resources and networks that are of potential use to the ERT in

the event of an emergency. The COMMO shall review requirements for addition or change to communications equipment configurations intended for use by the JSC ERT.

8.b. The JSC COMMO is well versed in the theory of operation of communication systems which support JSC and which are used to support emergency incidents on site and at the JSC satellite facilities. The COMMO can, at the direction of the Incident Commander (IC), establish any communications links within JSC resources to support emergency operations. The JSC COMMO provides technical knowledge of UHF and VHF radio networks that support emergency and utility coordination during emergency incidents. The COMMO is responsible for providing assistance in the general principles of the JSC telephone switching system and emergency procedures required to support communications in the event of switch failure. In addition, JSC COMMO has a working knowledge of the Site Warning System, paging systems, internal television networks, computer networks, "Code-a-Phone" system and other communications resources as may be required to support emergency operations. The JSC COMMO is responsible for coordinating activation of external radio networks, such as amateur radio or requesting assistance of Radio Amateur Civil Emergency Service (RACES) or Shared Resources High Frequency Radio Program (SHARES) networks in support of emergencies affecting JSC. If so directed by the IC, COMMO will coordinate direct radio communications with other local, federal, or governmental agencies to meet the requirements of an emergency incident via reprogramming of radio channels on ERT equipment. In addition, the COMMO is responsible for requesting activation of additional communications resources at JSC as may be necessary to support the immediate incident or provide communications for the recovery/abatement period.

9. CA2/Aviation Safety Office, Ellington Field

9.a. The Ellington Field Fire Department utilizes the incident command system that by joint agreement will be used in most instances involving NASA aircraft, hangars, and associated facilities. The NASA aviation safety officers are well versed in aviation safety practices and operational procedures. One of them will serve as technical assistant to the Incident Commander when NASA property, especially aircraft, is involved.

When the mishap scene has been declared safe by the Incident Commander, responsibility for further action (such as protecting and preserving valuable mishap evidence) will be assumed by an aviation safety officer. If the mishap involves an aircraft, the responding aviation safety officer will also be responsible for implementing the provisions of the JSC Aircraft Mishap Plan (Appendix 5 to the JSC Emergency Preparedness Plan).

10. DX12/Facility Manager, Sonny Carter Training Facility

10.a. The Facility Manager (FM), Sonny Carter Training Facility, serves as responsible authority for matters affecting emergency preparedness and response operations and functions. During emergency situations, the SCTF FM will report to the emergency scene and assume responsibility as the JSC Incident Commander until the JSC Fire Protection

Specialist or EPM respond to the scene and assume command. The SCTF FM will provide technical assistance to responding personnel as well as provide overall coordination of JSC emergency response resources. The JSC Incident Commander will coordinate demobilization, assure cleanup, and initiate an incident critique meeting as soon as possible after completion of the incident or exercise.

11. JC/Facility Manager Coordinator

11.a. The Facility Manager Coordinator serves as the primary contact for coordination of policies and procedures relating to the safety of occupants and contents of JSC facilities. The individual assigned to this function is further responsible for assuring that concerns for facilities and adjacent facilities affected by emergencies are mitigated and emergency procedures and evacuation routes have been established for JSC facilities. The Facility Manager Coordinator supports the JSC Incident Commander at emergency scenes and, on arrival at an incident scene, will assure facility manager concerns and issues are coordinated with on-scene incident command staff. The individual assigned to this function provides only continuity of corrective actions assigned to facility managers resulting from emergency incidents which directly affect employee safety in the workplace through awareness and safety efforts and policy and procedure updates affecting emergency preparedness within the facility manager program.